

MINISTRY OF THE ENVIRONMENT AND WATER RESOURCES

Financial Specialist Project Executing Unit

Job Description

Job Summary

The incumbent is required to ensure that the financial administration of the Flood Alleviation and Drainage Programme for Port of Spain (FAPPoS) is executed in accordance with generally accepted accounting principles, Inter-American Development Bank (IDB) and Government reporting guidelines. Duties include the establishing, executing, monitoring and improving, on a regular basis, the accounting and financial management system for the FAPPoS.

Reports To: Programme Coordinator

Supervision Given To: Accounting Officer

Duties and Responsibilities

- Establishes, maintains and coordinates the implementation of financial and management accounting control procedures
- Prepares, monitors and maintains budgets and financial/work plans for the programme's resources in collaboration with the Programme Coordinator
- Establishes a computerised accounting information system for the Programme
- Prepares and/or monitors accounting and related system reports, ensuring accuracy, completeness and alignment with budgets and forecasts
- Executes payments under the programme, including payroll and payments to providers of goods and services, in compliance with IDB and Governmental administrative and financial procedures
- Prepares internal and external financial reports, including disbursement projections, on a monthly, quarterly and annual basis.
- Administers, prepares reports and performs the reconciliation of Government and IDB funds managed by the programme.
- Prepares requests for releases and other supporting documents to the Ministry of Finance and the IDB
- Records and monitors loan disbursements for IDB
- Prepares end-of-year financial reports and statements to be reviewed by the External Auditors, the IDB and the Government
- Monitors programme expenses and ensures expenditure control

- Provides assistance and advice with regard to financial aspects of procurement activities
- Performs auditing procedures to ensure compliance with internal risk and external regulatory procedures
- Coordinates all activities relevant to internal and external financial audits
- Performs any other related duties

Knowledge, Skills and Abilities

- Knowledge of Public Sector and IDB financial regulations and accounting methods
- Knowledge of contract administration, tender procedures, and procurement guidelines
- Excellent communication skills
- Must be computer literate with ability to produce reports, graphs, spread sheets and presentations
- Ability to resolve unexpected situations
- Ability to use tact in divulging sensitive information
- Ability to be highly motivated, results and detailed oriented individual
- Must be able to work as a member of a team or independently
- Ability to build and maintain effective working relationships
- Ability to handle multiple assignments simultaneously

Minimum Qualifications and Experience

- ACCA or CIMA professional qualifications
 - Minimum of eight (8) years experience as a qualified accountant
 - Experience working on projects for International Multilateral Organisations such as IDB, World Bank, EU or the UN
 - Experience working in the Public Sector would be an asset
- OR
- Any equivalent combination of training and experience